



DEPARTMENT OF THE ARMY
266th FINANCIAL MANAGEMENT CENTER
UNIT 23122
APO AE 09227

AETS-FCZ

21 March 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 10, Civilian Tuition Assistance

1. References.

- a. United States Code (USC), Title 5, Chapter 41, § 4101, et seq.
- b. Title 5 Code of Federal Regulations (CFR) part 410
- c. AR 690-400, Chapter 4302 Total Army Performance Evaluation System, October 1998
- d. OPM Training Policy Handbook: Authorities and Guidelines

2. Purpose. The purpose of this memorandum is to establish policy and procedures in regards to professional training and education since these are key components to achieving and maintaining a workforce with the skills needed to accomplish the 266th FMC Mission. This organization, therefore, will support employee training requests whenever possible, subject to budget constraints and the determination of mission related (especially applicability of) training to the employee's current position.

3. Scope. This memorandum applies to all civilian employees of the 266th FMC to include Pay Center of Excellence (PCE), Italy Finance Office (IFO) and Benelux Finance Office (BFO). Specific guidance for requesting tuition assistance for civilian employees of the 266th FMC is here within.

4. Responsibilities and Procedures.

- a. FMC Director or Deputy Director.

(1) Oversight and ensure supervisors promote education to improve individual and organizational performance that will assist in achieving the mission and performance goals.

(2) Act as the decision authority for tuition assistance; factors include the 266th FMC budget and an assessment of mission related training in the course description or similar publication.

(3) Authorize reimbursement for all or part of the fees for books or reference materials required to successfully complete the training. Training materials paid for by the organization

may be retained by either the organization or the employee.

(4) Receive SF 182 from Training Officer with recommendation and all required signatures, sign approval or disapproval, and return to Training Officer.

(5) Review SF 182 and transcript for validation upon course completion.

b. Supervisors (FMC, PCE, IFO, or BFO, as applicable). Review SF 182 and provide a timely response with approved or disapproved training request. If approved, send to Training Officer for signature. Ensure that any training approved is mission related with one of the following criteria:

(1) Improves an employee's current job performance.

(2) Allows for expansion or enhancement of an employee's current job.

(3) Enables an employee to perform needed duties outside their current job but at the same level of responsibility within the 266th FMC.

(4) Meets organizational needs in response to human resource plans and reengineering, downsizing, restructuring, and/or program changes.

c. Training Officer.

(1) Review training request and determine if the request is both mission related and if budget allows. If criteria's are met, request is signed and forwarded to FMC Director or Deputy Director with recommendation. Informs Director or Deputy Director of requests determined, by the Training Officer, to be unjustified.

(2) Disapproved requests are sent back to Training Officer to send to supervisor and employee. Approved requests are sent back to Training Officer to send to government purchase cardholder (GPC).

(3) Submit approved SF 182 to GPC.

(4) Receive transcript and invoice from employee and validation by FMC Director or Deputy Director.

(5) Provide completed SF 182 and GPC Purchase Request Form to supervisor and employee once payment is made by GPC.

d. GPC.

(1) Prepare GPC Purchase Request Form and submit payment once invoice and transcript is received.

(2) Send GPC Purchase Request Form, SF 182, invoice and transcript to Training Officer.

e. Employee (FMC, PCE, IFO or BFO as applicable).

(1) Employees must receive signed, approved, funded SF 182 prior to beginning training or enrollment into a course. Training requests received after employees have enrolled or begun the training will be disapproved. An employee who enrolls without receiving a signed, approved, and funded SF 182 will be held personally responsible for the total cost of the training.

(2) Complete SF 182 (Continued Service Agreement and Civilian Tuition Assistance Agreement) and forward to first line chain of command supervisor for signature. Continued Service Agreement is required whenever the length of non-Government training exceeds 80 hours.

a. Length of service will be three times the length of the training, when costs include salary or pay and other authorized training expenses;

b. Or equal to the length of the training, but no less than 1 month, if only training expenses other than salary or pay are involved.

(3) Obtain approved copy of the SF 182 from Training Officer and submit a copy to appropriate academic institution for requested training. Failure to complete the below standards will result in student obligation to pay for the course:

a. Grade of C or better for undergraduate courses.

b. Grade of B or better for graduate courses.

c. Satisfactory for courses with no letter grades.

d. Course withdrawal after the refund period established by the academic institution.

(4) Ensure the Training Officer receives the course final grade/transcript within two weeks of course completion.

5. Training for the sole purpose of obtaining a degree is not payable. Individual college courses may be approved on a case by case basis if they assist the agency in achieving mission and/or performance goals. (See Encl 1)

6. Payment for an annual license renewal fee is not authorized. The Comptroller General has ruled that the maintenance of a professional license or certification is the responsibility of the

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employee since the benefit remains with the employee if he/she leaves government employment.

7. POC for this policy is the FMC Policy Section, DSN 483-6257/6135, commercial 0631-411-6257/6135.

First in Finance Support!

FOR THE COMMANDER:

2 Encls

1. TA Priority Table
2. Flow Chart



LUIS B. CRESPO
COL, FC
Director

DISTRIBUTION:

DIRECTOR, PCE

CHIEF, BENELUX FINANCE OFFICE

CHIEF, ITALY FINANCE OFFICE

Tuition Assistance Priority Table			
Priority	Role	Holds Bachelor's degree?	Allowed Courses
1	Supervisor	N	Undergraduate
2	Functional Trainee	N	Undergraduate
3	Specialists	N	Undergraduate
4	Support Staff	N	Undergraduate
5	Supervisors	Y	Graduate
6	Functional Trainee	Y	Graduate
7	Specialists	Y	Graduate
8	Support Staff	Y	Graduate

Flow Chart - Enclosure 2

